

City of Colorado Springs Code of Ethics Acknowledgement For volunteers and non-paid contributors

Thank you for giving your time and talents to the City of Colorado Springs. We could not provide important services to our customers to the level that we do without your help. As a valued member of our City team, it is important that you conduct your activities to the highest standards of business practices and ethics. What does this mean? When you are serving with us:

- Conduct your activities with the City's best interest in mind. Do not do anything to harm or embarrass yourself or the City.
- Be truthful and accurate in everything that you say and do.
- Serve your customers with integrity, provide service promptly and do not discriminate.
- Do not ask for or accept gifts or anything of value from persons outside the City in your capacity as a City volunteer. There are a few exceptions to this rule outlined in the City of Colorado Springs Code of Ethics section 1.3.104. If you encounter this type of situation, notify your program supervisor or contact person for direction as to how you should proceed.
- Protect the information that you are given access to. Do not use information or get into systems that you are not allowed to access.
- Use City equipment and tools only for City business and not for your own use.
- You must avoid conflicts of interest. If you think you may have a conflict of interest, notify your program supervisor or contact person for direction as to how you should proceed. Conflicts include, but are not limited to:
 - having a personal or financial relationship that could influence or be perceived to influence the representation or conduct of business for, or on behalf of the City including if a family member has a direct or indirect substantial financial interest in any action with the City;
 - any improper or undue influence (or perception of influence) being exercised concerning a direct action involving the City;
 - any activity that creates an appearance of impropriety or the appearance that you are violating the law or ethical standards;
 - other conflicts as outlined in the City of Colorado Springs Code of Ethics section 1.3.106.
- Notify your supervisor or contact person if you see or hear anything that you believe is unethical or illegal.

These Do's and Don'ts cannot cover every situation where legal or ethical questions may come up. You should check with your program supervisor or contact person to determine what to do. If you feel uncomfortable going to your program supervisor or contact person, you may contact Bernard Asiu, Human Resources Manager, at (719) 385-5765. No action shall be taken against any individual who reports a possible ethics violation which they believe is true and accurate.

You are expected to read the City of Colorado Springs Code of Ethics. You can request a copy of the code from your program supervisor or contact person. You can also read the code on line in Chapter 1, Article 3 of the City Code at:

<http://www.sterlingcodifiers.com/CO/Colorado%20Springs/index.htm>.

I have read this acknowledgment and agree to comply with these requirements.

Printed Name

Signature (legal guardian if under 18)

Date